PERSONNEL REPORTING UNDER SINGLE CEILING

remining to Committeet regard to whether end, personnel are

The adoption by the Agency of a single ceiling, encompassing of both staff and contract personnel, involves definitional and other modifications कुण हर ज्याने भारत महर्मा हरू हरू में विद्यालया क्षेत्र महासू विद्यालया है . है । अस्ति हरू in our present practice of counting, reporting (to OMB), and budgeting for personnel resources. The changes affect primarily the manner of treatment of temporary, intermittent, and less-than-full-time (i.e., ectingment which will be synonyments with the empicyment celling part-time) employees both in our Budget presentation and in our reporting Vill de combine à and vill represent our full-time perrorant personnel system and are designed to simplify our present personnel accounting Staff and contract positions, previously controlled separately. procedures as well as bring our personnel practices into closer alignment elificant benilment impleyment. with those of other Federal agencies. We emphasize that the Agency has, always required a limited number of part-time and temporary personnel for a variety of tasks which neither warrant nor justify the use of full-time permanent resources and that this requirement will continue: incipendue wantel will nee be treated an tille parties i Palle

The changes planned stem in part from the recent reexamination of resource requirements and utilization and are an integral part of an overall new look at the Agency's personnel control and reporting practices. These will require reprogramming and related adjustments in computer generated reports which will take some months to accomplish fully. Thus we view FY 1975 as a period of transition and expect to have all necessary adjustments completed prior to the beginning

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of FY 1976. To illustrate the impact of the changes involved; the following separate sections will cover (a) the categorization of our personnel and the reporting posture to be effective for FY 1976 and beyond, (b) the manner of reporting during the FY 1975 transitional year, and as a reference point (c) our FY 1974 reporting practices.

Beginning I July 1975, we will have two basic employment categories, other than indigenous which will not be treated in this paper: Full—

Time Permanent and Temporary.—Intermittent, and Part-Time. For record, purposes we will continue to carry consultants as a separate particular temporary. In the continue of the statement of

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1. Full-Time Permanent Employment.

bloosequies at Maji as pluis on bluschied blactices into closel sylument Staff and contract positions, previously controlled separately,

skatou and are designed to simblify our present personnel accounting will be combined and will represent our full-time permanent personnel

complement which will be synonymous with the employment ceiling

established by OMB for the Agency. Positions now identified

as contract will to the extent practical be classified and graded

in the same manner as at present for staff positions. The number

of on-duty, personnel assigned to these positions will be reported

monthly to OMB without regard to whether such personnel are

staff or contract employees. If OMB accepts our proposed 1976

full-time personnel levels, our ceiling will be

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2 Not Temporary, Intermittent, and Part-Time Employment.

This non-ceiling category will include the following:

to be be because our beautiful entirelinear to conjude the following:

a. Summer-only Employees - This represents Agency

The commercian to be to beautiful in the remaining emblediment participation in the Government-wide Summer Employment Program.

These employees, who are for the most part dependents of

the summer functional and beautiful and the summer employee.

Agency employees, are employed during the summer beautiful and the summer between school years to perform clerical tasks. They are

high school and undergraduate college students who generally work about three months. This is the only type of employee or carly on a jess-then-tary type pastor reflected in previous Budget presentations in the category

Temporary and Part-time.

b. Summer Interns - Generally graduate-level college students employed during the summer months between academic on present and ordered the summer months between academic on present authority are largered as acceptable and tasks designed to interest years. They are assigned professional tasks designed to interest them in career employment with the Agency following completion of their graduate degree work. This category affords a unique opportunity for the employment of minorities and is utilized for this purpose to the maximum extent possible.

**The Co-op employees of the same students engaged in the conditional an undergraduate work-study program in which work assignments of the conditional and acceptable of the students engaged in the conditional and undergraduate work-study program in which work assignments

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(generally of three months duration) are alternated with academic studies, (generally one semester or quarter) with the former an integral part of the latter. Co-op employees win much the same manner as summer interns, are assigned professional tasks (within a carefully outlined training program coordinated with and acceptable to the concerned academic institution) designed to interest them in career employment with the Agency following graduation. This category is also used for minority employment and particularly in recent years intensive efforts have been made to recruit blacks as co-op employees.

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d. Personnel employed for a regularly scheduled tour statedied in parevious budget presentations in the category of duty on a less-than-full-time basis. work about three months. This is the only type of amplifying Par e. Intermittent (WAE) employees, sindents who for assistable Formers action home to betterm counter there. The home for TAS Personnel - These are clerical employees assigned of cuch embjoheen, the embjohee coming the common memper to a central unclassified pool while awaiting full clearance ander to picycle, who are for hit hest part dependable or and subsequent assignment to full-time permanent positions. postantanica in last thireform are wide Summer to philipsian Chops : They are considered to be temporary in the sense that employment er Jan gravensk gudendigers – togs udiscoring hucheld is provisional and permanent employment is contingent upon Less confings calegray will include the conowing successful completion of necessary security investigation, evaluation, and personnel processing 1700 2000

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Disability Retirees - These are employees whose applications for disability retirement have been approved and who are utilizing 6 % TT TAIC . accrued sick leave. They are considered temporary in the a china an in the manifer of full-the first event portions pregnenter sense that termination is imminent, in almost all cases well or line that the temperally between the coming of the on with a depropriation within a year (the average tenure on sick leave is about accillants by on ancida equal to the C.E. pseculated visingly utilization 5 months). The number of such employees at any given time emerge will be to reduce the hill associated with our vibritial perhapent varies and is not controllable. They can in no way logically equivalent utilization of part-that personnel. The net cold, of the be construed as a part of our permanent staff once disability the Agency's FY 1976 Budger by a number equal to the full time retirement has been approved. However, while such personnel there our current reporting system will be rejusted downward in do not represent resources available to meet Agency staffing AN 1975 against which certain part-tire employees yourd in charged requirements, they nonetheless represent an Agency liability The third and contract of preymoni ceiling with defied by the and both A.E. and corresponding salary costs must be provided and accounted for in some manner we we believe that inclusion mof disability retirees in this non-ceiling category is rational The rand defensible as all such employees following approval to continuof, retirement must immediately, be replaced by full-time permanent the first and embloyees were unity not controllable) will be effected through the property of section processes a semplement of disciplinity of the central forms. The aggregate A.E. and funds necessary to meet requirements respects, and in transc paracter, will be established. A cher, for Temporary, Intermittent, and Part-time personnel as defined above the transport and productive mands by mandalphorphics, no odding a first commonwisher will be included in the FY 1976 Budget as a separate category and and the the contribution of at now yours most employed in our colling above. will be reflected as "full-time equivalent of other positions" (i.e., y a control of payers are of the farmic compersions of the fire offer other than full-time permanent and indigenous positions which will continue to be shown as separate categories as in the past).

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Since the establishment of positions comparable to those for our secretarity of the establishment of positions comparable to those for our secretarity of the establishment staff for personnel employed in one of the above-secribed sub-categories would be meaningless, no ceiling for temporary, intermittent, and part-time personnel will be established. Rather, control of such resources (exclusive of disability retirees which as noted above are inherently not controllable) will be effected through a combination of A.E. and fund limitations as approved during the resource the man-hours of employment, provided by non-full-time-personnel by a controlling the funds provided for this purpose.

ear com the second and control or and a second to the second of the seco The staff and contract employment ceiling established by OMB for All of fourty to more relative resources for the analyzaber FY 1975 against which certain part-time employees would be charged do not represent resources available to need Agency staliba. under our current reporting system will be adjusted downward in rented on him been approved. Rowever, while such personnel the Agency's FY 1976 Budget by a number equal to the full-time be construed as a part to our personant so to once discilling equivalent utilization of part-time personnel. The net effect of the varies and is not controllable. They can in he way be findly change will be to reduce the A.E. associated with our full-time permanent a meaning to the number of each emply years of any gives the positions by an amount equal to the A.E. associated with our utilization William a year (inc average tenure in sich le de it about of part-time and temporary personnel (as defined above) with a corresponding sense that tennencian is a nament, in almost all case, have reduction in the number of full-time permanent positions requested eventure part server thick are combested temperary in the for FY 1976.

too the dividity retirengent have been approved and while are well-divi-

5. Physibility Retirous - These are employees where topic tails a

era , cii personnoi undor contract-full-timo, partetino, er interrittore-

The current year will be used to revise our reporting and control mechanisms consistent with the manner of reporting and control mechanisms consistent with the manner of reporting and control we mechanisms consistent with the manner of reporting and control we mechanisms consistent with the manner of reporting and control we mechanisms consistent with the manner of reporting and control we will employ under the single ceiling effective with FY 1976.

th contract personnel data currently is paintoined and reported

With respect to the FY 1975 data in our FY 1976 Budget, we in the the the tatter would include only inflating employees.

Will make necessary adjustments in the presentation of our A.E.

Theorems of staff betweened differs from our planned FY 1976 reporting data to provide a basis for meaningful comparisons. That is to say, the others to other essencies, and 49 TAS employees. Our current although we will be unable to modify our recordkeeping systems in early FY 1975 to control and report personnel data in the manner to be followed beginning with FY 1976, we will present our FY 1975 between the matter, our FY 1974) A.E. data as if the necessary (and for that matter, our FY 1974) A.E. data as if the necessary modifications in our records systems had already been effected.

As a practical matter, we expect to report month-end on duty; data for both staff and contract personnel during the first six c-reight months of FY 1975, using our FY11974, reporting practice for staff personnel (as described briefly, in the FY51974 section below). By mid-FY21975 we hope to be in a position to begin reporting personnel data in the manner our resources will be controlled and reported for FY 1976.

We will then also be able at that time to reconstruct comparable personnel data in the controlled and reported for FY 1976.

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data for the early part of FY 1975.

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FY 1974

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onto real the entity bear or for Title? . During FY 1974, we reported month-end on-duty staff personnel so want even that he solve it man three is processing to be word? I have not strength to OMB. Contract personnel on-duty strength was not reported us, mainer our resources will be controlled and report of the FY 1999. although such data was and is readily available. we hope to be in a position to begin reporting personnel date to The staff personnel, data reported included full-time employees 1012 assigned to staff ceiling positions and a small number of part-time staff employees counted on a two-for-one basis. Excluded were personnel on LWOP in excess of 30 days, disability retirees on extended sick leave, personnel formally detailed to other agencies on a reimbursappearancements in our records eyelong had shready being efficiend, able basis, and TAS personnel. For example, the 30 June 1974 staff cand for find matter our IN 1973; A.L., Cata as it the conserving This figure personnel on-duty figure reported to OMB was to be manned negative FY 1970, we will present our FY 1975 personnel and a charge of 39 for 66 partincluded the certy FY 1975 to compel and report personnel detain the neutron time personnel. Excluded were 114 LWOP's, 32 disability retirees, although we will be unable to modify our recordkeging systems 19 details to other agencies, and 49 TAS employees. Our current data to provide a hous for meaningful comparisons. tiging in go takt reporting of staff personnel differs from our planned FY 1976 reporting

With respect to the FY 1975 data in our FY 1976 Eudgel, W.

will make necessory adjustments in the presentation of our $N \gg 1$

in that the latter would include only full-time employees.

Our contract personnel data currently is maintained and reported will embloh anger me single coping execute will 1920 internally on essentially the same basis as for staff personnel. However, recurring a form only the removal of achering and country the reporting of part-time contract personnel on a two-for-one basis.

The country has will be used to revise our will explain a country is of recent vintage, dating only from 24 April 1974. Prior to this attained and reported and reported and reported are sufficiently as a supplied and reported and

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were counted against our internally imposed contract ceiling. For 1976, we will report on-duty contract personnel in the same manner as staff personnel.